

Infant Toddler Coordinating Council Meeting Minutes

September 7, 2018

8:30 am. - 2:30 p.m.
Idaho Capitol Building, 700 W Jefferson Street
House Majority Caucus Room E403
Boise, Idaho 83702

ATTENDEES: David Allen, Cindy Brock, Christy Cronheim, Charlene Davis, Shannon Dunstan, Jen Haddad, Hillary Haro, Carrie Hull, Teresa Kross, Angela Lindig, Kathy McGill, Sen. Fred Martin, Paula Mason, Ellen Neff, Judy Neil, Suzanne Peck, Emily Petersen, Dr. Omair Shamim, Mechelle Wilson

STAFF PRESENT: Sue Harpold, Valerie Steffen, Melaine Shephard, Stephanie Perry, Donna McNearney (recorder)

EXCUSED/ABSENT: Mary Gauthier, Ericka Rupp, Margaret Odedo

GUESTS: Earl Petersen and Baby Easton, Baby Ilea

Facilitator	Tasks/Topic	Discussion	Actionable Items
Carrie Hull	Call to Order 8:30 am Welcome	Carrie Hull welcomed all members and led an icebreaker activity related to the circles of support for families of young children.	
	New Member Introduction	Hillary Haro is a parent representative whose child is receiving services from the Infant Toddler Program. She has worked in the Infant Toddler Program and now works in Children's Mental Health.	
	Standing Committee Reports	Executive Committee – Carrie Hull Meets 3 rd Tuesday, 10:00 a.m. MST. Addressed compliance with Idaho Open Meeting laws. Will approve ITCC meeting minutes. Request that all committees to set standing dates.	Council members were asked to review May 2018 minutes (copies provided) and submit changes by close of meeting. None received.

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			Minutes stand as approved by Executive Committee.
		<p>Policy and Procedures - Carrie Hull</p> <p>Proposed changes to Bylaws (handout provided)</p> <ol style="list-style-type: none"> 1) Article IV, Section 7: Members must attend at least 50% of the Council Meetings in person. The other 50% may be attended via alternate methods. If you can't attend a meeting, can send an appropriate alternate. 2) Article IV, Section 8: Proposed addition: The terms of appointment for a Council position required by Subpart G of Part C shall be 5 years and other terms shall be 3 years. Members may be reappointed. 3) Article V, Section 1: The agenda will be sent to all members and posted per current Idaho Open Meeting Law. 4) Article V, Section 3 Special Meetings: Officers shall have authority to call a special meeting when warranted, with notification to members according to the current Idaho Open Meeting Laws. 5) Article VI Executive Committee: <ol style="list-style-type: none"> a. Add the RECC State Chair to the membership. b. On the statement addressing the Executive Committee meeting between regular ITCC meetings to conduct 	<p>Change language to say that "it is recommended that members attend at least 50% of the Council Meetings in person."</p> <p>An email will be sent so that members can vote, and their votes will be recorded.</p>

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		necessary business, add the phrase: (see Policy and Procedure Manual).	
		Transition Committee - Omair Shamim	Transition meets again 9/19/18. Will meet every other month; set time and date TBD.
		Federal Accountability - David Allen Will review social-emotional screeners and selected trainings in conjunction with the State Systemic Improvement Plan (SSIP) efforts. Will research and define social-emotional risk factors that providers can watch for.	
Unfinished Business			
	ITCC Strategic Plan for 2018-2019	ITCC Strategic Plan for 2018-2019 (handout) Reviewed each Goal and discussed setting outstanding Action Steps, Timeline, Responsibility, and Evaluation Methods for each. <u>Parent Involvement</u> New parent member Hillary Haro has joined the Council <u>Professional Development</u> Orientation of New Council Members - Emily Petersen PowerPoint created by Emily and Sue Harpold has been shared with new member Hillary Haro.	Evaluation tools for each Goal to be determined by the Council. Add new Goal topic called "Data Use" and move these 3 items 1) Family Survey Data and 2) Increase Use of Data, and 3) Use

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		<p>Action Step: Provide each new member with a mentor (another parent member, or agency member, as appropriate). Be sure to orient them before May strategic planning meeting.</p> <p><u>Increase Use of Data by Council</u> Action Steps: Present data twice a year (February and August) and evaluate it at annual strategic planning session each May). Responsible Parties: Christy Cronheim and Valerie Steffen</p> <p><u>Use Data from Child Welfare</u> Action Steps: Identify necessary data Responsible: Sue Harpold, Jen Haddad, Christy Cronheim</p> <p><u>Education and Outreach</u> Action Steps: Introduce parent outreach postcard to collaborating agencies that provide resources to families of young children. Provide talking points for personal invitations. Responsible: Sue Harpold, Executive Committee, Emily Petersen Timeline: November 2018 Evaluation: Ask every new member - How did you get here? Measure against the goal/mandate of membership.</p>	Data from Child Welfare...into that new category.
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		<p>EDUCATION AND OUTREACH</p> <p><u>Increase and expand collaboration</u></p> <p>Discussion: Consider limitations of budget and meeting space when considering increasing membership. Who should be on the Council full-time versus ad hoc members/guest speakers?</p>	<p>Discussion regarding expanding collaboration will continue within Executive Committee and they will report to the membership at next ITCC meeting.</p>
Angela Lindig	Increase Public Awareness	<p>Met with representatives of the Department of Health and Welfare's Public Information office, Chris Smith and Niki Forbing-Orr about how to increase publicity of ITCC, ITP, and RECC. DHW has a blog, as well as a presence on Facebook and Twitter. The need for "branding" was discussed. Jargon such as "early intervention" are not accessible to the public. Resources were provided regarding exercises ITCC can do to come to an agreement on a friendly brand/promote a positive message. In order to piggyback onto the DHW electronic presence, we would need to have a specific event to share. We could get a Widget (rolling newsfeed banner) for the ITP webpage.</p>	<p>Assembled public awareness task force to be led by Angela Lindig and include David Allen, Suzanne Peck, Ellen Neff, Emily Petersen.</p> <p>Conduct branding exercises at next ITCC meeting. "Change Lives Early" was suggested as a tag line.</p>

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			<p>Continue to solicit impact stories (family stories are posted on Infant Toddler website.)</p> <p>Invite parent to speak before the Legislature about their ITP experience.</p>
Valerie Steffen	Data Report	<p>Data Report and Snapshot (handouts)</p> <p>Valerie reviewed Snapshot Numbers: Children Enrolled on a Given Day in 2018: 2,092 (3% of Birth-3 population)</p> <p>Children Served in FY 2018 (7/1/17-6/30/18): 4,069 (5.8%)</p> <p>Referrals to Enrollment Process: 3,873 referrals (some are duplicates). Referral to enrollment is currently 46%. 74% of children referred have an initial service place (IFSP) within the required 45 days. This number includes those children who do not qualify, family reasons for delay, and families who chose not to participate. 94.6% is the current rate of families who have their plan within 45 days (100% is goal.) Contributing</p>	

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		<p>factors = turnover in staff and contractors, budget for using contracted services, high caseloads (up to 70 in the West Hub.)</p> <p>Families' Experience and Satisfaction: 16% of families responded to the survey. 95% of participating families satisfied on 3 key indicators. 83% of participating families aware of Early Childhood Outcomes and are actively participating in the establishment of the outcomes.</p> <p>The 3 Childhood Outcomes were reviewed: Positive Social-Emotional Skills Use of Knowledge and Skills Use of Appropriate Behaviors to Meet Their Needs</p> <p>When children leave the program, they can be determined (or rated), in each of these areas, to have</p> <table><tr><td>Not improved</td><td>Improved but not closer to peers</td><td>Closer but not typical</td><td>Improved to typical</td><td>Maintained typical</td></tr></table> <p>Family Survey: Once a year, families are offered the opportunity to answer a family survey about the services they have received from the Infant Toddler Program.</p>	Not improved	Improved but not closer to peers	Closer but not typical	Improved to typical	Maintained typical	
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		Change in services to Spanish speaking families: OSEP requested an explanation for the 20% increase in Hispanic families served by Idaho ITP in 2017. Region 5 had a 30% increase, Region 6 had a 73% increase, and Region 7 had a 61% increase. Hypotheses include: 1) Increased Hispanic population in Idaho, 2) Operational and personnel changes increased outreach, which increased referrals by certain providers, and increased referral-to-enrollment conversions. Other factors include more bilingual ITP staff and a bilingual physician in American Falls. Also, providers started seeing clients of Region 7's new Migrant Head Start. Interpretation contracts were solidified and this led to increased staff confidence in connecting with Spanish speaking families. Also, the RECC has posted outreach information in an East Hub mall.	
Christy Cronheim, Shannon Dunstan	Transition Training Video for professionals	Training Video regarding to transition from Part C to Part B was viewed. This will be available online to provide training and guidance for providers in Part C and Part B.	
Stephanie Perry	State Systemic Improvement Plan (SSIP) Update	SSIP (Handout: Social-emotional screening tools) The designated SSIP Demonstration Sites (Regions 1, 2, & 3) have completed assessments of how they are using early intervention evidence-based practice (EBP) and have submitted plans on how to improve the use of EBP. Some regions are piloting the use of the social-emotional tools shown in the handout provided. A six-month pilot of our new ECO process was just completed in the demo sites. This	

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		<p>entailed monthly tracking and reporting. Some regions are piloting completing ECO ratings (Early Childhood Outcomes) on an annual basis.</p> <p>Next step will be to gather feedback from the demonstration sites on their ECO activities.</p> <p>Online training modules related to Trauma, Toxic Stressors and Resilience will be made available in the next couple of months to the demonstration sites.</p>	
Stephanie Perry	EPSDT State Plan Amendment Update (Early and Periodic Screening, Diagnostic and Treatment)	<p>In June 2018 central office policy staff conducted trainings in each of the 7 regions regarding the changes due to the EPSDT State Plan Amendment. (effective July 1, 2018.) Angela Lindig and Carrie Hull participated via phone.</p> <p>The EPSDT rules have been operationalized and the Infant Toddler Program began billing under that structure. All billing claims for July were released in August, and things are going smoothly. The finalized amendment to the State Plan will be submitted by the end of September 2018 (it will be combined with several other initiatives being put forth by Medicaid.)</p> <p>More information about the EPSDT can be found on the Partners tab on the Infant Toddler Program's web page.</p>	
New Business			
Sue Harpold	Open Meeting Law	Open Meeting Law and Webpage Changes (handout and PowerPoint)	Sue will clarify with the FACS Deputy

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		<p>Under revisions to the Idaho open meeting law (House Bill 606 and House Bill 611, effective 7/1/18), the announcement and agenda for each meeting that is open to the public must be posted online and in hard copy in the building where the meeting takes place. This affects the ITCC and the RECCs. The ITCC will also need to post their standing committee meeting dates and agendas.</p> <p>Senator Martin provided some background. There are fines for defying the open meeting law. ITCC agendas and meeting minutes are already posted on the Infant Toddler Program's webpage. RECC agendas and minutes will be added, as will the standing meeting and contact information.</p>	<p>Attorney General the voting process to see if our proposed method of collecting votes via email and then publishing how each member voted meets the letter of the law.</p>
	Member Collaboration Reports	Each member in attendance shared updates on their recent activities and initiatives related to early childhood education.	
Christy Cronheim	Telehealth	In Early stages of developing telehealth procedures for the Infant Toddler Program. We have a secure platform.	
	Closing	Adjourned 2:40 p.m.	
	Next Meeting	Next Meeting: November 2, 2018, location TBA	